

Director of Internal Audit

The Rhode Island Board of Governors/Office of Higher Education seeks an audit professional to direct our internal audit function. Duties include, but are not limited to, management of a professional internal audit staff and program, as well as review and evaluation of internal controls in compliance with Board objectives, policies, and procedures, and governmental laws and regulations.

Minimum Requirements: A Master's degree from an accredited college or university in business administration, higher education, public administration, public policy, statistics or related area and at least ten years of progressively more responsible auditing experience. Current CPA license required. CIA, CFE, CMA or CISA preferred. ACL experience preferred.

The position is "Open until Filled", but Priority will be given to applicants who apply by March 1, 2011.

Please send a cover letter and resume that expresses your interest and salary requirements to:

Susan LaPanne, Ph.D., CPA
Associate Commissioner
Rhode Island Office of Higher Education
The Shepard Building
80 Washington Street
Providence, RI 02903

slapanne@ribghe.org

or

Fax: 401-456-6028

The Rhode Island Office of Higher Education is an equal opportunity/affirmative action institution that does not discriminate on the basis of race, color, national origin, sex, age, disability, creed, religion, or veteran status.



Rhode Island Board of Governors for Higher Education
Office of Higher Education

POSITION DESCRIPTION

TITLE: Director of Internal Audit

DIVISION: Finance and Management

REPORTS TO: Associate Commissioner for Finance and Management

GRADE: 16

BASIC FUNCTIONS

Direct a broad, comprehensive program of internal auditing and financial performance enhancement for all activities under the purview of the Board of Governors. Assist in developing policies and procedures designed to facilitate the accomplishment of the Board of Governors mission. Evaluate system operations to identify process improvement and cost saving opportunities for management action, and assists in communicating and implementing best practices.

Directly supervises: Internal auditors and other staff as required.

SPECIFIC DUTIES

Manages and directs the professional, technical and administrative operations of the internal audit function as well as the internal accounting function of OHE.

Develops and executes comprehensive audit programs designed to evaluate management controls.

Prepares special analytical studies and status reports on financial and management performance which are directly related to higher education policy initiatives and continuous quality improvement.

Researches best practices and makes recommendations to the Associate Commissioner to implement best practices. Ensures audits are planned and accomplished in accordance with U.S. General Accounting Office standards for audits of governmental organizations, programs, activities and functions.

Identifies all activities subject to audit coverage, evaluates their significance, and assesses the degree of risk inherent in the activity in terms of budget dollars and program objectives.

Revised 7/9/2010

Prepares written reports on the results of audits, and issues the reports after review and approval by the Board of Governors.

Appraises the adequacy of action taken by management to implement recommendations contained in internal and external audit reports, and continues reviews until all recommendations are implemented or otherwise resolved.

Conducts special audits requested by the Commissioner, the Associate Commissioner for Finance and Management or the Board of Governors.

Researches and supports Rhode Island data, trends and practices and acts as a liaison to the R.I. Higher Education data warehouse.

Serves on various committees within the Office, the System, the State or elsewhere as required.

EDUCATION

A Master's Degree from an accredited university or college in business, higher education, public administration, public policy, statistics or a related field and a current CPA license required. Other equivalent technical qualifications are highly desirable and may substitute for a current CPA license based on prior employment setting. Several years of progressively responsible experience in research, writing, and analysis is highly desirable.

(*CMA, CIA, CISA, CFE would all be relevant to the position.)

EXPERIENCE

At least ten (10) years experience with 5 relevant supervisory experience in an audit, internal audit or financial management environment is required. Experience in Higher Education Internal Audit is preferred. ACL experience preferred.

SPECIAL SKILLS

1. Demonstrated ability to conceive, plan, research, implement, write and report technical evaluations of various audit subjects.
2. Ability to gather and analyze data to answer questions
3. Advanced computer literacy.
4. Ability to maintain effective working relationships with associates, supervisors, and with other public and private agencies.
5. Ability to plan and direct working groups/committees working collaboratively with others in both an advisory as well as a leadership/management role.
6. Able to multi-task and bring a high level of energy and enthusiasm to the work

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7. Excellent work ethic and strong sense of humor

8. Strong written and oral communication skills.